

~~SECRET~~

19 July 1965

MEMORANDUM FOR: Director of Personnel

SUBJECT : Reports of Accomplishments, Plans, and Objectives,
FY 1965-67, Clandestine Services Personnel Division

1. Attached hereto are individual reports of accomplishments for FY 1965 and Plans and Objectives for FY 1966-67 for the six branches which comprise the Clandestine Services Personnel Division.

2. During FY 1965, the CSPD's function to provide support to the Clandestine Services in personnel management matters increased in activity and depth. The Personnel Management Committee was very active in establishing CS personnel policies and procedures and in dealing with personnel assignments and problem cases (see attached Tab G). The Area Division Chiefs, almost without exception, attended regularly PMC meetings and participated actively in PMC activities. The recent development of centrally directed assignment procedures will mean even closer attention to personnel assignment matters by the PMC and corresponding greater responsibility and workload for CSPD.

3. Among significant accomplishments not mentioned in the attached Branch Reports for FY 1965 are the following:

a. Establishment of a regular monthly reporting system by all CS components of personnel shortages, personnel surpluses, and personnel due in and out. This report provides a basis for prompt placement action by CSPD.

b. Conduct of Personnel Officers' Meetings for CS and Support Component (Logistics, Security, Office of Training, Commo) Personnel Officers on current topics of personnel management importance. A listing of subjects covered is attached (Tab H).

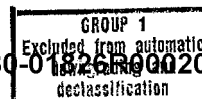
c. Establishment and implementation of manpower control procedures for the CS which resulted in substantial personnel reductions to meet ceiling objectives.

d. Elimination of a substantial backlog of Career Employee status actions.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
[] DECLASSIFIED
CLASS. CHANGED TO: TS S C 2012
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 12 MAR 1982 REVIEWER: _____

Approved For Release 2003/07/29 : CIA-RDP80-01826R000200060004-4

~~SECRET~~



~~SECRET~~

SUBJECT: Reports of Accomplishments, Plans, and Objectives,
FY 1965-67, Clandestine Services Personnel Division

e. Establishment of specific recruitment requirements for CT applicants in terms of functional, area, and language experience. It is hoped that the Recruiters and the CT Program will refer to our requirements in connection with selecting CT's for the Clandestine Services.

f. Completion jointly with Salary and Wage Division of a review of CS Supergrade positions.

g. Increased monitoring of PRA actions including the relatively large proportion of Support Officer PRA's.

h. Processing of retirement cases for Civil Service and Agency Retirement. Regular CSCS Board meetings were held in order to review controversial cases and to establish policy and precedent for the CS.

i. Increases attention to disciplinary cases, returns short of tours, overseas evaluation panel cases, and selection-out actions.

4. Objectives for FY 1966-67 in addition to those listed in Branch Reports include:

a. Updating and review for accuracy of language competence of CS Officers. The PMC has directed increased emphasis on language training and the recording of language competence on personnel records.

b. Development of non-staff personnel records, procedures, and policies regarding use of non-staff personnel. This will be undertaken jointly with Contract Personnel Division and the Special Assistant to the DDP/OP.

c. Unification of CS Board and Panel procedures. Development of improved procedures and criteria for processing promotions, QSI's, etc.

d. Intensive review of "hard-to-place" personnel to arrange retraining, reassignment, or other appropriate disposition.

e. Development of procedures and implementation of a centrally directed assignment program to assure priority programs and hard to fill positions are properly staffed.

~~SECRET~~

~~SECRET~~

SUBJECT: Reports of Accomplishments, Plans, and Objectives,
FY 1965-67, Clandestine Services Personnel Division

F. Development of procedures for the use of retirees on
essential projects which otherwise would not be accomplished.

G. Completion of projects listed on the OP Projects List as
follows:

1. Contract Use of Retired Personnel
2. Promotion Quotas for FY '66
3. JOT Requirements
4. PI Training of JOT's
5. Support JOT's
6. Service designation of Support-Type Positions
7. RI and Records Management Positions
8. Transfers of Non-Mobile Clericals from the CSCS
9. PRA's of Non-CSCS Personnel
10. Quality Step Increase Criteria for CSCS
11. Unification of Promotion Panel Procedures
12. Revision of [REDACTED]
13. CS/OTR Officer Rotation
14. DDP Marriage to Alien Policy

5. Conclusion:

CSPD has had a high turnover of officers during FY '65 as during previous years. It is now staffed with competent personnel, and it is hoped that the efficiencies which can be gained by minimum turnover during FY '66-'67 will be realized. The only serious problem which daily limits the efficiency of our operations is the sub-marginal office space arrangement which has been allowed to continue another year. As has been pointed out in previous years, the lack of privacy inhibits seriously the effectiveness of our interview program (Branch D by itself conducts nearly 2000 interviews yearly). The conditions under which interviews must be conducted at best create a poor impression of our Division on returnees, new personnel, and those who have problems to discuss. The shared use with other Divisions of one interview room some distance away and which must be scheduled in advance has been of minimal use. Accordingly, it is requested that our objective of upgrading our space to assure privacy for interviews be accorded top priority in establishing Office of Personnel objectives for the coming year.

[REDACTED]
Chief, Clandestine Services
Personnel Division

25X1A9A

~~SECRET~~

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

BRANCH A

Accomplishments, Plans, and Objectives

I. Accomplishments -- FY 1965:

During this fiscal year, Branch A has been responsible for the following programs and activities:

A. Providing Secretariat support for the Personnel Management Committee and the Clandestine Services Career Service Board. (The volume and exactitude required of the work in both these activities unfortunately is not apparent from the mere statement that Secretariat support is provided.)

B. Preparation and/or processing of recommendations and appropriate papers concerning the appointment of senior officials to key positions in the Clandestine Services. During FY-65, 133 cases involving new key appointments were processed; in addition, there were processed 22 cases of extensions of key tours and 17 cases of new key tours.

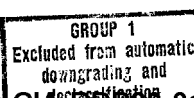
C. Branch A prepares for referral to Director of Personnel, those cases of individuals who the PMC wishes to undergo testing and assessment and reassignment from the CS Career Service. Branch A monitors the activity performed by POD on such cases and serves as the focal point for reference and questions.

D. Branch A is the focal point for the rotation of Clandestine Services careerists to OTR and vice versa. At the end of FY-65 there were 34 members of the Clandestine Services assigned to OTR and 30 OTR careerists on rotation to the Clandestine Services. Branch A established a more effective method of conducting the search and identification of CS candidates for OTR assignments and for referring nominations to OTR.

E. Branch A continued discharging its responsibility as "Personnel Office" for the Office of the DDP and for CS careerists assigned to the Offices of the DCI and the IG.

F. Until 1 April 1965, Branch A handled all Career Service aspects of actions pertaining to CS careerists in grades GS-14 and above. After that time, the Branch handled all such actions on personnel of all grades in WH and FE Divisions while continuing to monitor such actions on personnel GS-15 and above.

SECRET



SECRET

G. Branch A continued with program of interviewing returning officers in grades GS-14 and above until 1 April 1965, and then returning employees of all grades GS-09 and above from WH and FE Divisions after that date. Continued program of interviews and counselling certain employees who sought advice and guidance on Career Service matters and/or who were referred by DDP/OP or other senior officials.

H. Branch A had frequently been called upon to suggest the names of officers for key assignments in Headquarters and the field. This necessitates an "executive search" of qualified personnel.

I. Branch A had been called upon occasionally to prepare staff papers on a wide range of matters affecting personnel management in the Clandestine Services, such as, a policy paper on the awarding of Quality Step Increases for GS-15's and above, a paper recommending a completely different method of staffing the CS cadre in OTR and for training selected OTR careerists in the CS, a general policy paper for processing QSI's in relation to promotion quotas and average salary controls, a paper proposing a system of centrally directed assignments of CS personnel.

II. Outlook for FY-1967 and FY-1968:

A. It is expected that with the new system of centrally directed assignments being put into effect in the near future, the concomitant requirement on CSPO to be more knowledgeable of the qualifications of individual CS personnel will require a return to the grade-level division of labor among the branches of CSPO. Under such an arrangement, Branch A will again handle GS-14's and above instead of all grades in WH and FE as is now the case.

B. It is anticipated that with the "breakthrough" on directed assignments other aspects of personnel management in the CS will be identified for study and improvement. Such a task will, in part, fall to Branch A unless the person in Branch A who would perform such functions is reassigned to a different position concerned with the broad aspects of CS personnel management rather than with particular grade groups.

C. It is expected that there will be an increased load on Branch A as the result of the directed assignment system since that system involves the activity of the PMC, which is supported by Branch A. In this task, Branch A will also be required to monitor, guide, and coordinate the activities of the other branches of CSPO.

SECRET

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

15 July 1965

Accomplishment Plans and Objectives Report - Branch B

1. Introduction

25X1 CSPD/Branch B continued to monitor and process personnel transactions on CS employees in grades GS-12 and GS-13 until February 1965. At that time, Branch responsibilities were shifted from the personnel management of certain grade levels to responsibility connected with the personnel management of six staffs and divisions. This change resulted from the emphasis placed on ceiling control. Branch B was assigned CI, FI, AF, WE, [] and TSD. Primary responsibility for staffing complement changes, clerical personnel, base and station chief action, and for employees in grade GS-15 and above is not included in Branch responsibilities.

The six components assigned to Branch B have over [] employees. Although this total and even the number of professional employees between the GS-15 and clerical levels exceed the number of GS-12 and GS-13 employees for which the Branch was formerly responsible, activity is not quite as brisk as it was when the Branch dealt with the active journeyman grade levels. This appears to be due primarily to a significant reduction in the number of overseas positions for which the Branch is responsible, the unique place of TSD in the CS Career Service, and the number of military detailees in []

25X9A2

25X1A8A

2. Accomplishments - FY 1965

In support of CSPD objectives, significant accomplishments and functions of Branch B during fiscal year 1965 were as follows:

a. Provided Secretarial and Technical support to Panel A of the CSCS Board in conducting promotion exercises to grades GS-13 and GS-14. This involved four separate promotion exercises requiring eight different meetings to review and evaluate 435 individual recommendations. The promotion of 78 GS-12's and 50 GS-13's were approved and processed during the fiscal year. In the last GS-12 to GS-13 exercise, a one-third reduction in the number of employees nominated was accomplished.

b. Screened, approved, and processed over 1000 personnel actions.

c. Received and processed about 200 FRQ's. Placement action on all but ten was completed prior to the individual's departure from the field, and interviews had been arranged for these employees.

d. Conducted about 119 returnee interviews, plus about 100 interviews of a placement or counselling nature.

S E C R E T

e. Screened and processed ten recommendations for QSI's. Also staffed and processed four marriage-to-alien cases and approximately six disciplinary or problem cases.

f. A significant portion of the Branch's effort was consumed in protracted efforts to solve difficult placement cases as reflected in approximately 1300 file referrals during the year.

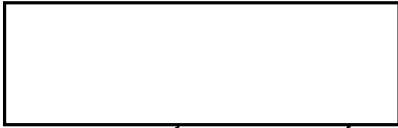
3. Program Plans and Objectives - FY 1966 and FY 1967

The Branch will continue its efforts to meet the staffing requirements of its assigned staffs and divisions and to relate personnel movements to and from these areas to the broader needs of the Clandestine Services.

Efforts of Panel A to improve the depth of its review of candidates for promotion to GS-14 and to obtain finer screening by divisions and staffs of candidates for promotion will be supported by the Panel Secretariat. This year the Panel will also consider Quality Step Increases.

The Division and Branch B will attempt to close or bridge the gap between qualification demands of certain less popular work areas and the assignment desires of Clandestine Services officers, as well as improvement in the staffing of less desirable AF field areas.

Changes in plans and objectives may be influenced by decisions now pending on requests for significant staff increases. We do not expect the Branch work load to decrease, and we can perhaps anticipate further work realignments to better meet our responsibilities (A CSPD project) and to carry out executive directives.


Chief, CSPO/Branch B

25X1A9A

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

~~SECRET~~

25X9A2

We have continued our procedure of providing DDP requirements for CT's to the CTP and of working closely with them in allocating trainees against these requirements. All placement interviews and any subsequent reassignment or placement problems have been handled by this branch. Our request to have more specific requirements to the recruiters was rejected in favor of continued recruitment against the standard general criteria which have prevailed in the past.

We are still receiving a fair number of internal applications although it is doubtful that the number of DDP internals for FY-66 will equal that of FY-65. RID staff employees and contract employees account for a good share of internal applications being received.

25X1

25X9A2

Although this is in excess of our previously set quota of 90 per fiscal year, there are two offsetting factors. These are:

- a) The attrition figures within the group (as previously noted, 6 of those attached last year have already resigned and 2 more who are now resigning) and,
- b) The possible increases in ceiling which may result from the current review of the recent requests submitted by the area divisions and staffs.

During this year we also forwarded to CTP and the DDS specific requirements for Support Career Trainees to fill certain field positions which carried a D designation but the duties of which were primarily administrative.

~~SECRET~~

SECRETB. Secretariate to the CS Panel Sections:

The Branch has continued to provide secretariate service to Sections C and B. Nine promotion meetings were completed last year resulting in the following:

	Total Recom.	Total Prom.	Total Recom.	Total Prom.	Total Recom.	Total Prom.	Total Recom.	Total Prom.
GS-	<u>08-09</u>	<u>08-09</u>	<u>09-10</u>	<u>09-10</u>	<u>10-11</u>	<u>10-11</u>	<u>11-12</u>	<u>11-12</u>
Sep 64								
Oct 64								
Dec 64								
Mar 65								
April 65								
June 65								
Grand Total								

25X9A2

* Nominee was approved after reconsideration from the December 1964 meeting.

We have been able thus far to live with the promotion schedule set forth for junior officers from GS-07 to GS-11. Our ability to do so during FY-66 awaits the results of the average salary review.

Promotions from GS-08 to GS-09 were better organized during the past year in that the divisions were required for the first time to rank those recommended at this level. This was done in recognition of the more competitive standards required from GS-07 to GS-08 because of the very limited number of promotion spaces available.

C. Filling Priority Vacancies:

The Branch has continued its efforts to fill priority vacancies through the referral of files of available officers and returnees. SR, and CA Staff requirements have proven somewhat difficult to fill.

CT input and, in the case of SR, the transfer of RID analysts who have served a two-year tour will continue to be the main source of relief especially in the critical areas.

SECRET

SECRETD. Applicant Referrals:

Relatively few applicant referrals have been received during the past year. In accordance with the procedure established by POD and CSPD in February 1964 the review of external recruitment requests prepared by DDP components has continued prior to forwarding to PRD thru POD. The few applications coming in via DDP components result in an occasional acceptance for the CT Program.

25X9A2

At last count there were [] analysts in process for RID. According to the expected EOD's by probable month of entry on duty the input through October would fall 9 short of the projected RI requirements. Thus, the recruiters will have to devote extra effort to this problem.

E. SR Career Program:

The SR Career Program has continued much as outlined in last year's report. A meeting was held with Messrs. [] and [] in which it was agreed that further action would be required by SR Division to refine the list already established. We have continued to refer to SR for consideration the FRQs and Fitness Reports on employees who have been working on Soviet matters or against Soviet targets or who appear to have qualifications for an/or interest in SR.

25X1A9A

25X1A9A

II. Programs, Plans, and Objectives for FY 1966:

The Branch will continue the programs outlined above with attention to the following areas:

A. CTP

We will continue our efforts to obtain agreement from CTP to levy more specific requirements for CT's in order to provide the recruiters with more detailed guidance as to our needs. This would include requirements for [] and CA Staff and male reports officers. In the latter regard we have interviewed about a dozen male graduates of the Ops Familiarization and Intelligence Production Courses and have attached three of them (one in WH and two in FE for [] and Saigon). We will continue to emphasize high language aptitude preferably coupled with a proficiency in certain specific languages. The use of a limited number of Support Trainees in appropriate positions, [] is expected to continue and we will screen requirements for the next Support group which will be available probably in January 1966.

25X1A6A

25X1

25X1A5A1

SECRET

SECRET

We will also try to have the CT training schedule revised so that the written OC evaluation can be made available to the divisions prior to interview. This coupled with a review of assessment reports should assist the divisions in placing the trainees in positions which will take advantage of their strong points while minimizing or avoiding areas of weakness.

B. Placement and Vacancies:

We will try to place more emphasis on counseling and training or retraining. If a system of directed assignments is to take place this will assume greater importance. We may also try to initiate a system of publicizing or circularizing vacancies especially outside DDP to the Support Career Services, DDI or elsewhere as appropriate.

C. Panel Secretariate:

No major changes are anticipated or envisioned in the functioning of the Branch in this area of responsibility during the coming fiscal year. An addition to prior responsibilities insofar as the Panels themselves are concerned will be their participation in the review of QSI recommendations.

III. Programs, Plans, and Objectives for FY 1967:

FY-67 CT input for DDP will be developed in line with ceiling considerations.

The impact of our early retirement system during FY-66 should assist us in our planning in this regard.

SECRET

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

SECRET

CSPD/BRANCH D

I. Accomplishments FY 1965

As anticipated, functions were realigned and expanded with the addition of a Personnel Officer Trainee and space was reallocated. Statistically, Branch D processed fewer promotions, more resignations and Field Reassignment Questionnaires; it held many more interviews.

Ceiling and headroom reduction generated more planning and paper work and adversely affected not only promotions and morale but also our capability to reassign personnel, particularly GS-07s and GS-08s. Promotions to GS-08 were frozen in the first half of the fiscal year and only by special dispensation of the Director of Personnel was the Clandestine Services able to promote 30 (less than one-third the number promoted in FY 1964) under the following criteria:

- "a. Promotions will be on a competitive basis in consideration of performance, qualifications, and potential value to the CS Career Service.
- b. Time-in-grade will be a minimum of 10 months.
- c. Competitive consideration will be given only to career professional officers with undoubted potential for steady advancement to at least GS-12."

At the close of FY 1965, the CS was again overdrawn in promotion spaces to GS-08.

Branch D undertook two surveys of overseas availability among its clerical force; only 20-25% of the GS-05-06-07 group was declared "mobile". In January the Panel took corrective action by placing a premium on mobility, and adopted the following:

- "a. That the Practice of accepting into the CSCS willing mobiles in the grade group GS-08 and below be continued, and that personnel in the CSCS who are not available for overseas assignment be encouraged toward, and assisted in, placement outside the Clandestine Services, when such action is in the best interests of the Service and the individual.
- b. That to encourage mobility, time-in-grade requirements not be applied to mobiles but a minimum two year time-in-grade requirement for promotions to

SECRET



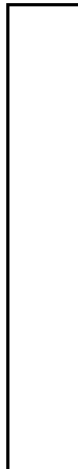
SECRET

GS-06 and GS-07 be applied for clerical personnel who are not serving, have not served, or are not qualified and willing to accept early assignment in a foreign area. Exceptions would be authorized with respect to promotion of certain technical-clerical personnel and incumbents of positions which are determined "non-rotatable" by virtue of security considerations.

c. That recommendations for the promotion on an individual to GS-06 and GS-07 will include statements concerning the individual's mobility and flexibility with reference to overseas assignments together with a summary of the component's plans for using the individual after promotion."

The immobility factor combined with insufficient and inconstant input of clericals, SSG and otherwise, made it extremely difficult to fill even priority requirements or plan reassignments. Placement Branch aided us tremendously in identifying TDY and PCS candidates for Saigon [redacted] but the fiscal year closed with a shortage of over 90 GS-08s and below in GS-08 and below positions. Only three SSGs entered on duty when the requirement was for twelve and the very irregular input from the Pool was as follows:

<u>1964</u>	July
	Aug.
	Sept.
	Oct.
	Nov.
	Dec.
<u>1965</u>	Jan.
	Feb.
	Mar.
	Apr.
	May
	June
	TOTAL



25X9A2

(Deficit of 40 stated requirements)

As anticipated, Branch D's "counseling, arbitration and mediation" activities mounted significantly. Follow-up interviews were restored, but in restricted numbers because so much time was required to explore, explain, defend or challenge promotion trends, reassignments, "problem personnel", releases, replacements, requirements, etc.

The Career Training Program considered more internal applicants and accepted twenty-six, largely from RID. However, with the shortage of GS-08 promotion spaces and vacancies the morale of CTP "Rejects",

SECRET

SECRET

again largely the analyst group in RID, dipped to an all-time low. Components generally wanted Career Trainees; when they did not, replacements were not available (or in sight) to release the analysts as they completed their tours. Junior administrative personnel also became increasingly difficult to assign because of their "competition" with Support Career Trainees; the support services accepted very few.

Field Reassignment Questionnaires were processed and answered more expeditiously and, with the exception of the "hard-to-assign" GS-07 and GS-08 registry and administrative personnel, more definitively. There was an increase in requests [redacted] assignments, but normally these were preferences, not limitations.

25X1

Problem cases, whether performance or conduct or both, were surfaced in greater numbers and more promptly. There was a decided upward trend in expeditiously handling not only "acute" cases but, as one supervisor put it, "the chronically marginal" ones. Once again, ceiling reductions and controls acted as catalysts.

Considerable interest was generated in the CIA Retirement System, especially among returnees, and a general briefing on the Regulation, Retiree Out-Placement, etc. was included in returnee interviews.

II. Programs, Plans, and Objectives for FY 1966

The SSG Program will be continued, hopefully with greater success recruitment-wise. As a substitute for the "carrot" recruiters lost when reimbursement of transportation costs for all clericals was begun, we are going to propose that SSGs enter on duty at the GS-06 level. This probably will mean, however, that the CS will discontinue its practice of promoting SSGs on PCS assignment overseas.

Concurrently, another request for recruitment of Spanish clericals and a new request for French clericals for the WH and AF areas respectively will be forwarded. Past efforts in locating Spanish-speaking secretaries were quite successful and we are hopeful AF's hard-to-fill requirements will be easier to fill with a special assist from the recruiters.

Once again we will emphasize the need to maintain a steady input of clericals and will hope requirements are met. Otherwise, we can expect continuing difficulties in staffing even priority requirements which are increasing. The CS will have to do more to clean up its clerical staffing problems mainly by reducing the number of immobiles.

SECRET

SECRET

Unfortunately, we see little chance of the headroom situation improving and the effect on morale will be more intense especially at the GS-07 level. Although there are no substitutes for promotions, QSI recommendations are apt to increase within average salary limits.

Follow-up interviews will continue. These will be held on a more regular basis when two personnel shifts in the Branch are effected after resignation of our Personnel Officer Trainee.

Processing of overseas clearances should become less complicated when Form 259a is implemented.

Hopefully, Branch D will be able to make more progress in redirecting, perhaps re-training, personnel who are not in their proper elements.

III. Programs, Plans, and Objectives for FY 1967

In the management of the grade groups GS-08 and below, numbering over and predominately female, Branch D anticipates the same basic programs, trends, and variables will continue.

SECRET

25X9A2

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

SECRET

V. Files Logged In:

Employee
Applicant

TOTAL

--

25X1A5A1

25X9A2

VI. Interviews: Minimum of scheduled interviews

These include "accessions", returnees, follow-ups, applicants, reassignment prospects, etc., in addition to uncounted "drop-ins".

VII. Fitness Reports: Reviewed, took action when required.

SECRET

25X9A2

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 2 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

SECRET

RECORDS AND REPORTS BRANCH

1. Accomplishments - FY 1965

a. Authorized Strength - Rendered staff assistance to DDP/OP and all DDP components on matters pertaining to authorized and on-duty strength of the Clandestine Services. Staff assistance included analysis of all requests for adjustments in authorized strength; submission of recommendation to the DDP/OP on courses of action to be taken relative to each request and formal notification to respective components and the Agency Manpower Control Officer on specific action taken. During the past fiscal year two major adjustments in the overall distribution of authorized strength to DDP components were made; one of which, included a reduction of 195 in the overall DDP authorization. In addition, an average of approximately six requests for minor adjustments in component authorizations were received and acted upon each month.

b. Staffing Complements - Rendered staff assistance to all Clandestine Service Components on organizational matters. New staffing complements were processed during this period reflecting the merger of [] with WH Division as well as reorganizations of []. Major organizational changes effecting EE, FE, AF, SR, NE, TSD and FI Staff were also processed during the year. In addition, an average of 20 individual requests for amendments to staffing complements were processed each month during the year. Each request was reviewed for adherence to both Agency and internal DDP manpower control requirements, conformance with authorized strength, impact upon average grade, effect upon "D" Career Service position structure, etc. The effect or impact of each request, if significant, was summarized and brought to the attention of the DDP/OP with a recommended course of action, as appropriate, prior to release for action. Minor amendments having no effect or minimal effect upon organizational or position structures were processed independently by the Branch or Chief/CSPO without referral to DDP/OP. Attached is a summarization of activity in this area for the year.

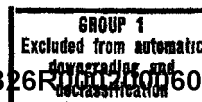
25X1A8A

25X1A8A

c. Special Studies, Staff Papers and Reports - Prepared special studies and staff papers for DDP/OP and Chief/CSPO on such matters as distribution of authorized strength, utilization of Staff, Non-Staff, and Military personnel within the Clandestine Services. Outlined trends, current problem areas, and prepared projections of future requirements.

Also prepared special studies and reports covering such matters as analysis of position and grade structures; average grades; distribution of employees by age; sex and years of service; distribution by occupational groups; geographical location; analysis of assignments to Development Complement; review of personnel either assigned as PRA's or underslotted; analysis of Military personnel by component, rank and utilization; promotion rates, attrition rates, utilization of Support type personnel, etc.

SECRET



SECRET

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

d. CSGA - Promotion Quotas - Developed the CSGA for the Clandestine Services Career Service and made specific recommendations to the Chief/CSPO on promotion quotas to be authorized for each competitive level. Quotas were also sub-allocated to respective panels including the Staff Agent Panel and TSD Panel. Rendered advice to respective panels re: distribution of past year promotions by components, pro-rata distribution of current quota for each competitive level by component, percent of total strength at each grade level promoted as well as percentages of individual components strength promoted to each competitive level i.e: promotion rates, etc.

e. Coordination: Rendered formal and informal comments on proposed new regulations, notices, studies and other proposals pertaining to manpower or organizational matters forwarded to the DDP, DDP/OP and Chief/CSPO for coordination or comment.

f. Recurring Reports - Prepared various recurring monthly and quarterly reports for dissemination to the DDP and other DDP officials reflecting predominately authorized and on-duty strength figures by component. Separate reports were submitted on Non-Staff types i.e.: Contract Employees, Career Agents, Proprietary Personnel, Foreign National Service types, Field Agents, etc. Also prepared and submitted separate reports to O/Personnel officials for inclusion in reports for the Executive Director reflecting total Agency assets.

2. Program Plans and Objectives for FY 1966 and FY 1967

a. No change in the basic functions or activities of the Branch are anticipated for the next two fiscal years in that continued emphasis can be expected to be placed upon manpower controls in the areas of authorized strength and position grade structures. Introduction and application of average salary controls during FY/66 will, no doubt, increase Branch requirements for information, staff studies and staff guidance; particularly in conjunction with the establishment and continued monitoring of promotion quotas. The recent addition of one position to the Branch should compensate for any increases in work-load brought about by new controls and other requirements as well as permit continuance of the same level of support and response to requests for studies, reports and related staff assistance.

SECRET

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

25X9A2

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

~~SECRET~~

16 July 1965

Agent Branch

I. Accomplishments - FY 1965

a. During fiscal 1965, the Chairman, Personnel Management Committee and the Clandestine Services Agent Panel authorized career agent contracts representing a net increase of 17 from

25X9A2
25X9A2
25X9A2

[] [] The number of staff agents decreased from [] to [] Of these [] were assigned to JMWAVE in June 1965 compared to [] in June 1964.

25X9A2

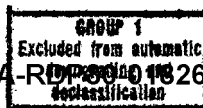
b. During the year, the Branch prepared agenda and minutes of 36 meetings of the Agent Panel, including books for competitive promotion considerations twice a year of staff agents to each grade from GS-10 to GS-15 inclusive. In addition, the Branch prepared detailed information for 23 polls about individual cases of reassignment and non-competitive promotion, which were considered by the Chairman, Personnel Management Committee and the Agent Panel. The detailed information includes biographic data, a resume of proposed operational and cover duties, discussion of eligibility for nonofficial cover premium pay, and exposure to other intelligence services, if any.

c. The Agent Panel, on the basis of previous experience, further developed criteria for approval of nonofficial cover premium pay (NCPP). The Branch provided material for the annual review of NCPP in the United States.

d. In cooperation with the Offices of Personnel and Security and the Medical Services Staff, the Branch developed procedures for suitability reviews and "post mortems" of career agents and certain contract agents, procedures similar to those followed by the Overseas Candidate Review Panel in reviewing staff personnel and contract employees.

e. Members of the Branch interviewed, generally outside Headquarters, staff and career agents preparing for or between

~~SECRET~~



~~SECRET~~

tours. The Branch stressed the Career Service's interest in the individuals and provided information about Career Service policies and procedures. The Branch thus provides an additional window through which the staff or career agent may see the Agency.

25X1A5A1

25X1A5A1

f. The Branch prepared and the Agent Panel approved a [REDACTED]

g. The Branch prepared and the Executive Director-Comptroller approved in principle a proposal for Transfer of Selected Staff Personnel to Career Agent Status.

II. Program Plans and Objectives for FY 1966

a. The Agent Branch in cooperation with the Offices of Personnel and Security and the Medical Services Staff will attempt to improve procedures for suitability reviews of career and certain contract agents.

25X1C4A

c. The Branch will assist, with proper coordination, in the revision of [REDACTED] to include the changes needed to implement Transfer of Selected Staff Personnel to Career Agent Status, recently approved in principle by the Executive Director-Comptroller.

25X1

d. The Agent Branch will continue to emphasize to appropriate authorities the problem to staff and career agents of being too often dependent on one case officer for infrequent and limited communication with CIA, the organization for which the agent works. The Branch will continue through interviews with agents to alleviate the situation to some degree, and take other steps to have the situation improved where security considerations permit.

III. Program Plans and Objectives for FY 1967

The Branch will continue to work for better career development of staff and career agents for the benefit of the Agency.

~~SECRET~~

SECRET

IV. Staffing of the Agent Branch

The Chief, Agent Branch and his professional subordinate are barely adequate to perform assigned functions and sometimes cannot perform them as promptly as would be desirable. The Personnel Assistant is overworked. Addition of a clerk-typist, at least part time, would relieve the Personnel Assistant, make it possible for the professionals to turn over to her additional responsibilities she is capable of performing thereby freeing the professionals to provide prompter and fuller support.

SECRET

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

S E C R E T

BRIEF SYNOPSIS OF PMC ACTIVITY

First Meeting - 22 November 1961

Sporadic Meetings in 1961 and 1962

No Meetings in 1963

Revived at meeting 22 January 1964, and minutes show this meeting largely concerned with reassignments, e.g. "try file in CI Staff" or "consider CA",

22 January 1964 - largely reassignments

12 February 1964 - attempts at reassignments

18 March 1964 - attempts at reassignments

22 April 1964 - attempts at filling outstanding requirements

10 June 1964 - attempts at reassignments

28 October 1964 - Planning an approach to the handling of difficult reassignment cases (instead of just "putting out fires").

Long range planning for the process for identification and preparation of officers for denied area operations.

Problem of OTR-DDP officer rotation.

Proposal for selected, controlled exchange of officers between TSD and the DDP proper.

Some reassignment problems.

18 November 1964 - Commencement of review of difficult assignment cases under the new system developed at the meeting on 28 October. These cases were extremely well prepared by CSPO prior to the meeting.

9 December 1964 - Continuation of review of difficult assignment cases per new procedures.

16 December 1964 - Discussion of the need to use the PMC more for review and resolution of management problems as opposed to earlier emphasis on merely reassignments. Discussion of the need to develop and present a proposal for out-placement of CS Officers identified for removal under the review procedure. Discussion of the need for solid criteria against which to judge requests for deferment of retirement.

Continuation of review of difficult assignment cases.

30 December 1964 - Continuation of review of difficult assignment cases.

6 January 1965 - Review of three particularly difficult SR personnel cases.

13 January 1965 - Discussion of proposal for a CS out-placement program.

27 January 1965 - Discussion of the need for additional management authorities in the CS for the removal of surplus personnel.

S E C R E T

- 17 February 1965 - Discussion of the need to develop greater numbers of, and to ensure better management of officers [redacted] (NOTE: The minutes of this meeting are included herein as an Exhibit).
- 3 March 1965 - Continuation of review of difficult assignment cases with digression into lengthy discussions of retirement and out-placement.
- 10 March 1965 - Continuation of review of difficult assignment cases.
- 24 March 1965 - Continuation of review of difficult reassignment cases.
- 7 April 1965 - Briefing by Chairman on Agency Retirement Board's functions and activities; discussion of retirement/out-placement planning for CS Officers.
Review of potential "flap" in decision made previously on a difficult reassignment case.
Continuation of review of difficult reassignment cases.
- 25X1A9A 14 April 1965 - Presentation by [redacted] of A&E Staff. Presentation (not yet confirmed) by Dr. Tietjan.
- 21 April 1965 - Review of two difficult assignment cases, continuation of discussion of use of assessment reports, discussion of means of centralizing all types of information on an individual to permit quick review by a component chief.
- 2 June 1965 - Discussion of the CIA Retirement System, review of foreign language competence of, and language training program for, CS officers.
- 23 June 1965 - Discussion of the continuing personnel needs at Saigon and the implications these needs have in suggesting a system for directed assignments in the CS
- 14 July 1965 - Presentation of paper on directed assignments; general discussion of this subject

25X1

S E C R E T

STAT

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4

Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/29 : CIA-RDP80-01826R000200060004-4